

## APPENDIX II: PROSTART® EXAMINATION INFORMATION FORM

### ProStart® Examination Information Form

All copies of this form must be as clear and dark as the original.



**All information in Sections 1 & 2 must be completed for the NRAEF to score the Answer Sheets.**

#### Section 1—Contact Information (REQUIRED)

Teacher Name

High School Name

Mailing Address for Results and Certificates

Phone Number

Email

#### Section 2—Examination Administration Information (REQUIRED)

Examination Form

Examination Date

Number of Answer Sheets Enclosed

**Please paper clip your Answer Sheets to this form, and submit via traceable mail within 24 business hours of the Examination date.** Detailed instructions for submitting Answer Sheets for grading are provided in the *ProStart Examination Administration Handbook*, which can be printed from the Instructor Resources area of our Web site at [www.nraef.org](http://www.nraef.org) in the secure documents section.

Mailing Address: National Restaurant Association Educational Foundation  
Attention: Exam Administration Department  
175 West Jackson Boulevard, Suite 1500  
Chicago, IL 60604-2814

**Fax Workplace Validation Forms to 312.566.9733. Do not submit Workplace Validation Forms with Answer Sheets!**

Teachers can log in to access score information from the Instructor Resource area of our Web site at [www.nraef.org](http://www.nraef.org) to access grade information within 15 business days of the Examination date. Log-in rights may be obtained by following the instructions on the Instructor/Proctor Log-In screen. Your Class Analysis Score Report (Full Class Roster with grades) is sent automatically via UPS to the address in Section 1 of this form.

The NRAEF will not be held responsible for any deviation from the standard procedures outlined in the *ProStart Examination Administration Handbook* including, but not limited to, a failure to return Answer Sheets via in-route traceable delivery.

NRAEF Office Use Only

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